

3 October 1977

Executive Registry
77-9329
DD/A Registry
77-5514

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Science and Technology
Acting Deputy Director for Administration
Acting Deputy Director for Operations
General Counsel
Legislative Counsel
Inspector General
Comptroller

DD/A Registry
File 04M-1

FROM: John F. Blake
Acting Deputy Director of
Central Intelligence

SUBJECT: Routing of Agency Correspondence

1. The following paragraphs record guidance on the handling of Agency correspondence and reflect the contents of our meeting on 3 October.

2. Correspondence should be addressed to, or prepared for the signature of, as follows:

a. Informational matters. The vast majority of such material should be addressed to the A/DDCI. Decisions will then be made as to whether to forward it to the DCI and/or give him a verbal briefing. Matters of particular significance, however, at the author's option, may be addressed to the DCI with a drop copy to the A/DDCI.

b. Operational matters. This category applies primarily to DDS&T and DDO although at times DDI and DDA matters are also involved. The guidance is as follows:

(1) The DCI should be the addressee if external notification of the matter is necessary, i.e., SSCI, HSCI, NSC, SCC, etc.;

(2) The matter possesses controversy with other agencies or a realistic "flap" potential;

(3) When large monetary matters are involved.

All other correspondence on operational matters should be addressed to the A/DDCI.

c. Agency administrative or managerial matters. A/DDCI should be the addressee and judgment will be exercised concerning forwarding to the Director.

d. Correspondence leaving the Agency. Generally, material addressed to a level equal to or senior to the DCI should be prepared for his signature. On matters pertaining to routine distribution of information or reports it may, however, be prepared for the signature of the A/DDCI. If the matter involved, regardless of the addressee, is of particular sensitivity or significance, or involves potential serious controversy, it should be prepared for the signature of the DCI.

3. Separate advice has already been forwarded to OLC on the preparation of correspondence in answer to Congressional mail. The DDO "Spot Report" reporting channel should remain as is. Care should be exercised, however, that the "Spot Report" mechanism is used only for the purposes intended and should not be used in lieu of a memorandum to report on administrative developments.

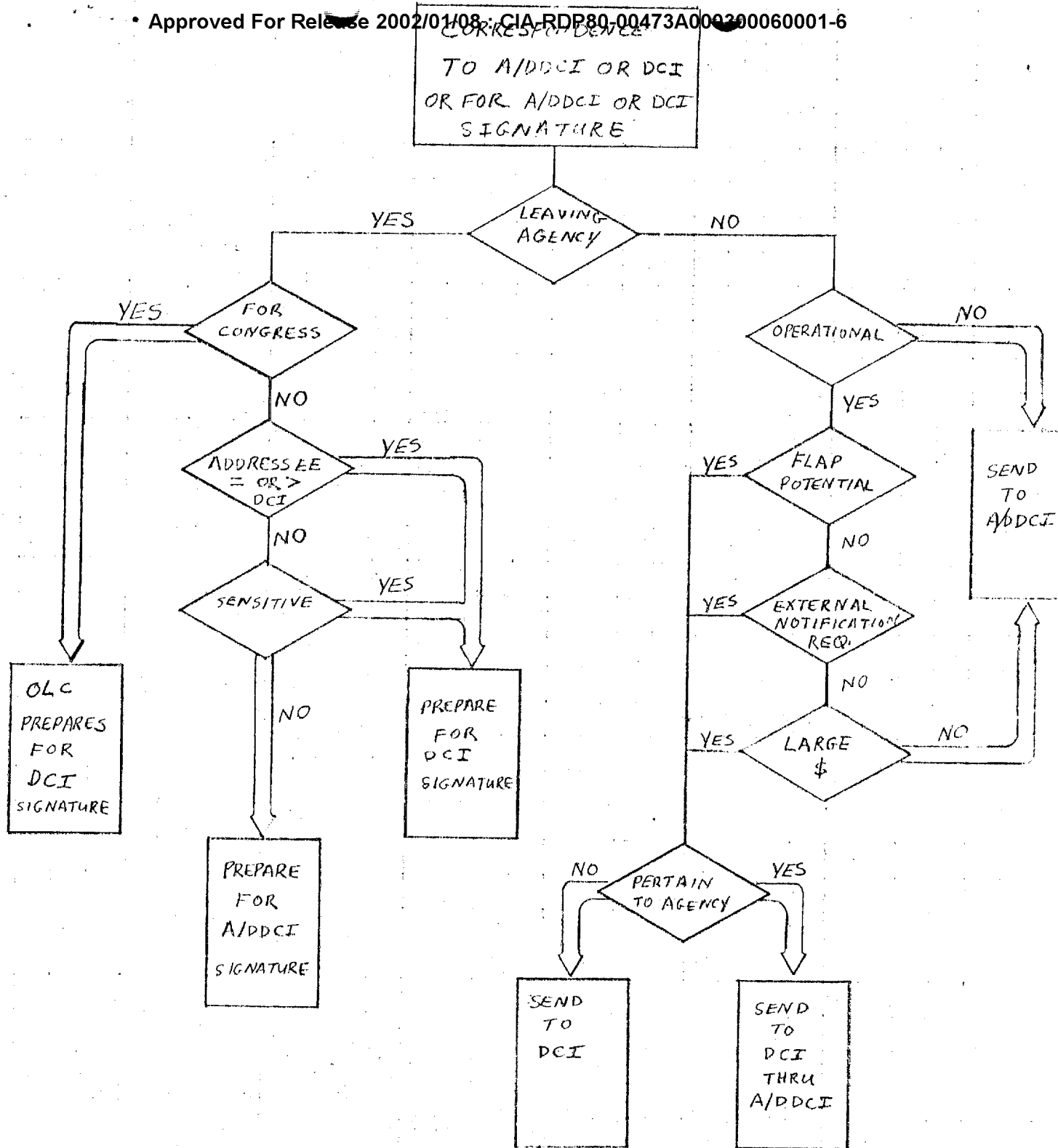
4. In all cases, correspondence addressed to the DCI should be routed through the A/DDCI on matters pertaining to the Agency.


John F. Blake

STATINTL

Distribution:

Orig - DDI
1 - Each additional addressee
1 - DCI
1 - ES
1 - A/DDCI
1 - ER



177-2422

XK 77-5762/1

23 September 1977

MEMORANDUM FOR: Legislative Counsel

ILLEGIB

FROM: John F. Blake
Acting Deputy Director of
Central Intelligence

George:

1. The DCI has asked that I assume more personal responsibility in signing correspondence heretofore made for his signature.

2. In discussing this matter with him I pointed out that there are two types of incoming Congressional mail that call for a reply-- significant and routine. To those who regularly handle the material it is self-identifying whether it is significant or routine. In the routine category I mentioned as examples to him referrals sponsoring applicants, in connection with FOIA matters, referrals of potential vendors to the Agency, etc. I then recommended, and he agreed, that henceforth replies to routine as opposed to significant Congressional mail will be prepared for my signature. The only exception will be the more relevant members of the Congress with whom he is in regular or substantive contact, i.e., the Chairmen of our Committees plus any other Congressional member to whom, in your opinion, he should sign the correspondence.

3. Effective with receipt of this memo will you please institute this new procedure.

John F. Blake

John F. Blake

Distribution:

Orig - LC
1 - DCI
1 - ADDCI
✓ - ER

EXECUTIVE REGISTRY FILE

Procedures

ADDCI:JFBlake:kmg (28 Sep 77)

STATINTL

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